Cobb, Ken (Records)

From: Toole, Pauline
Sent: Wednesday, February 26, 2025 2:16 PM
To: Kollar, Sylvia (Records); Cobb, Ken (Records)
Cc: Kautzman, Zachary (Records); Glowinski, Patricia (Records)
Subject: RE: 1949 Death records appraisal
Attachments: APP 2025-001_1949 Death Certificates_1.pdf

done

Regards,

Pauline Toole
Commissioner
212-788-8607 (O)
347-244-9510 (cell)
Check out our blog!

From: Kollar, Sylvia (Records) <SKollar@records.nyc.gov>
Sent: Wednesday, February 26, 2025 1:25 PM
To: Toole, Pauline <Ptoole@records.nyc.gov>; Cobb, Ken (Records) <kcobb@records.nyc.gov>
Cc: Kautzman, Zachary (Records) <ZKautzman@records.nyc.gov>; Glowinski, Patricia (Records) <PGlowinski@records.nyc.gov>
Subject: 1949 Death records appraisal

Hi,
I had to make an edit, so recalled the previous message.
Here is the final appraisal report for your review and signature.

We would like to publish this on Collection Guides on Monday, if possible, to coincide with the launch of the updated order forms and HVR site.

Thanks!

Sylvia Kollar
Director | NYC Municipal Archives
O: 212.788.8617 | C: 646.858.5276
nyc.gov/records

Appraisal Report

APPRAISAL INFORMATION

Date	02/12/2025
Conducted by	Zachary Kautzman
Location	Industry City, 147 41st Street, Brooklyn, NY 11232 / 31 Chambers Street, New York, NY 10004
Appraisal number	2025-001
Acquisition type	Transfer of City records
LD #	1914

COLLECTION INFORMATION

Record Group	RG 095: Vital records
Creator(s)	Department of Health and Mental Hygiene
Title	Death Certificates, 1949
Date range	1949
Extent	30 boxes, 1 volume, 55 rolls of microfilm
Arrangement	Arranged numerically by certificate number
Content description	The DOHMH issued death certificates to document the death of a person in every borough. Includes date filed, certificate number, name of deceased, place of death, date and hour of death, sex, age. Also includes physician's certification that death was due to natural causes. Also includes personal particulars filled out by funeral director. A different certificate type was issued when the Office of the Chief Medical Examiner included a Supplementary Report. The transfer of records consisted of the original certificates: 5 boxes for Bronx, 10 boxes for Manhattan, 9 boxes for Brooklyn, 5 boxes for Queens, and 2 boxes that includes both Queens and Staten Island; a volume index; and 35mm diazo microfilm copies of the death certificates. The certificates were found to have been removed from their original bindings, organized by borough first, then certificate number, and wrapped in a half sheet of paper indicating they were prepped for scanning. The index provides an overview of biographical information used to locate the original certificates. The section of the volume for the stillbirths was removed by the DOHMH because these records fall under a different retention series. Finally, the microfilm provides a clear image of each of the original certificates with each roll organized by borough and then by certificate number
Condition	The original certificates are in good condition and removed from their original binding and in order by certificate number. The index is in fair condition. The microfilm is in poor, deterioating condition with strong vinegar syndrome. It is off-gassing, and makes it difficult to use on a microfilm reader.
Provenance	These materials were transferred to the Municipal Archives in 2025 by the Department of Health and Mental Hygiene.
Material type(s)	Death Certificates, Index, Microfilm

APPRAISAL EVALUATION

Significance of the records	These records contain valuable genealogical, medical, and sociological data regarding the population of New York City.
Are the records unique?	Yes

Do the records fit into our collecting policy?	Yes, they were created by a city agency
Related holdings in our collections	ACC-1992-015: Queens death certificates for 1930 to 1948, ACC-1992-016: Bronx death certificates for 1930 to 1948, ACC-1992-017: Brooklyn death certificates for 1930 to 1948, ACC-1992-018: Manhattan death certificates for 1930 to 1948 ACC-1992-014: Richmond (Staten Island) death certificates for 1930 to 1948
Access concerns	The microfilm should not be used by patrons due to the vinegar syndrome off-gassing and deteriorated film. The index will be digitized and made available online and the public will be able to request or order certified copies. This collection should be queued for digitization as part of the Historical Vital Records Digitization Project.
Preservation concerns	The original certificates were removed from their original bindings by the DOHMH in 2014 as part of a possible scanning initiative. However, the DOHMH noted the materials were only prepared for scanning but were unable to produce digital scans of the original certificates. Additionally, the DOHMH stores their microfilm rolls across multiple vaults in NYC that are dry, but they lack proper temperature control. This has led to the deterioration of the rolls in this collection and the subsequent development of vinegar syndrome. It is possible that future rolls of microfilm are beginning. The microfilm rolls are currently suffering from extensive vinegar syndrome and are heavily off-gassing. They will be stored in cold storage to prevent any further deterioration. Municipal Archives staff should test the microfilm with AD test strips to properly gauge the extent of deterioration. Additionally, the Municipal Archives advised the DOHMH on ways to prevent further deterioration of the microfilm that has not been transfered to the archives yet.
Processing concerns	These materials will become a part of the Historic Vital Records database where they will be scanned, inventoried, and made available online. Additionally, DORIS staff should create an inventory of the microfilmed rolls since one does not exist. The DOHMH have already created a box level inventory which should be translated into an excel sheet to facilitate better access for Municipal Archives staff and patrons.
Is sampling a possibility?	N/A

RECOMMENDATION

ARCHIVIST

Recommendation	Accession
Justification	Vital statistics are significant records for preserving New York City history. They captured significant health and sociological trends during the years they represent. Additionally, the records can significantly assist with genealogical research.
Instructions	The index and microfilm should be immediately scanned in to provide access to patrons. The original documents should be incorporated into the already existing digitization workflow for the Historic Vital Records scanning project.
Signature	Zachary Kautzman — Digitally signed by Zachary Kautzman Date: 2025.01.13 14:18:33 -05'00'
Date	2/12/2025

DIRECTOR

Recommendation	Accession
Comments	
Signature	Sylvia Kollar — Digitally signed by Sylvia Kollar Date: 2025.02.26 13:17:35 -05'00'
Name	Sylvia Kollar
Date	2/26/2025

COMMISSIONER OR ASSISTANT COMMISSIONER

Recommendation	Accession
Comments	
Signature	Pauline Toole — Digitally signed by Pauline Toole Date: 2025.02.26 13:30:42 -05'00'
Name	Pauline Toole
Date	February 26, 2025

Cobb, Ken (Records)

From: Boatswain, Pearl (Records)
Sent: Monday, January 27, 2025 2:30 PM
To: David Mitcham; Kollar, Sylvia (Records)
Subject: Re: Transfer of BVS Deaccessioned Records to Municipal Archives
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Hello David:

Please see attached the signed Transfer of Vital Records. Everyone signed at each stop.

Two new additions - Barbara Hibbert signed at 31 Chambers Street for the receipt of the microfilm and the Death book 1949.

Zachary Kautzman signed for the receipt of the certificate books at the NYC Municipal Archives - Industry City location.

Thanks to everyone for your cooperation today.

Pearl

Pearl Boatswain |Deputy Director, Records Management Unit

P: (718) 416-8988|C: (646) 312-9637| E-mail: pboatswain@records.nyc.gov

Department of Records & Information Services

NEW YORK CITY
MUNICIPAL ARCHIVES
31 Chambers Street | New York, NY 10007

Transfer of Vital Records

January 21, 2025

We accept the following from the Department of Health and Mental Hygiene:

Series 18718:
Original death certificates, 1949: 30 boxes

Microfilm reels of 1949 death certificates: 1 box

1949 Index Book: 1 volume

31 Chambers St.
Barbara Hibbert
1/27/25

The records will be transferred to the NYC Municipal Archives as follows:

Series 18718:
Original death certificates, 1949: 30 boxes: 147 41 St. Brooklyn

Microfilm reels of 1949 death certificates: 1 box: 31 Chambers St.

1949 Index Book: 1 volume: 31 Chambers St.

Patricia Durham
1/27/25

Signed for the Department of Records and Information Services

Pearl Boatswain — 1/27/25

Pearl Boatswain, Deputy Director — Date

NYC Records Management

Taiwan Lee — 1-27-2025

Taiwan Lee — Date

Motor Vehicle Operator

x David Mitcham — 1/27/25

David Mitcham, Sr. Director

RECORDS MANAGEMENT INVENTORY SHEET

Program: BVS Records Management

Date: 1/27/2025

RECORDS ROOM #

	Record Series #	Record Series Title	Year	Box Range/Contents	Prog. Box #	Location
1	18718	Death Certificates	1949	1-3000 Manhattan Books	1	
2	18718	Death Certificates	1949	3001-6000 Manhattan Books	2	
3	18718	Death Certificates	1949	6001-9000 Manhattan Books	3	
4	18718	Death Certificates	1949	9001-12000 Manhattan Books	4	
5	18718	Death Certificates	1949	12001-13000 Manhattan Books	5	
6	18718	Death Certificates	1949	13001-16000 Manhattan Books	6	
7	18718	Death Certificates	1949	16001-19000 Manhattan Books	7	
8	18718	Death Certificates	1949	19001-22000 Manhattan Books	8	
9	18718	Death Certificates	1949	22001-25000 Manhattan Books	9	
10	18718	Death Certificates	1949	25001-27865 Manhattan Books	10	
11	18718	Death Certificates	1949	1-2500 Bronx Books	11	
12	18718	Death Certificates	1949	2501-5000 Bronx Books	12	
13	18718	Death Certificates	1949	5001-7500 Bronx Books	13	
14	18718	Death Certificates	1949	7501-10000 Bronx Books	14	
15	18718	Death Certificates	1949	10001-12399 Bronx Books	15	
16	18718	Death Certificates	1949	1-2500 Brooklyn Books	16	
17	18718	Death Certificates	1949	2501-5000 Brooklyn Books	17	
18	18718	Death Certificates	1949	5001-7500 Brooklyn Books	18	
19	18718	Death Certificates	1949	7501-10000 Brooklyn Books	19	
20	18718	Death Certificates	1949	10001-12500 Brooklyn Books	20	

NYC MUNICIPAL ARCHIVES SIGNATURE Pearl Beatty DATE 1/27/25

DO NOT WRITE BELOW THIS LINE

FOR RECORDS MANAGEMENT PURPOSES ONLY

Verified by [signature] Date: 1/27/2025

Daniel Mitchell 1/27/25

DARKENED AREA FOR RMD PERSONNEL ONLY

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RECORDS MANAGEMENT INVENTORY SHEET

Program: BVS Records Management

Date: 1/27/2025

RECORDS ROOM #

	Record Series #	Record Series Title	Year	Box Range/Contents	Prog. Box #	Location
1	18718	Death Certificates	1949	12501-15500 Brooklyn Books	21	
2	18718	Death Certificates	1949	15501-18500 Brooklyn Books	22	
3	18718	Death Certificates	1949	18501-21500 Brooklyn Books	23	
4	18718	Death Certificates	1949	21501-24483 Brooklyn Books	24	
5	18718	Death Certificates	1949	1-2500 Queens Books	25	
6	18718	Death Certificates	1949	2501-5000 Queens Books	26	
7	18718	Death Certificates	1949	5001-7500 Queens Books	27	
8	18718	Death Certificates	1949	7501-10000 Queens Books	28	
9	18718	Death Certificates	1949	10001-11148 Queens Books	29	
10	18718	Death Certificates	1949	1-1000 Richmond Books	29	
11	18718	Death Certificates	1949	1001-2699 Richmond Books	30	
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NYC MUNICIPAL ARCHIVES SIGNATURE Paul Boatz DATE 1/27/25

DO NOT WRITE BELOW THIS LINE

FOR RECORDS MANAGEMENT PURPOSES ONLY

Verified by [signature] Date: 1/27/2025

Daniel Mietelsam 1/27/25

DARKENED AREA FOR RMD PERSONNEL ONLY

RECORDS MANAGEMENT INVENTORY SHEET

Program: BVS Records Management

Date: 1/27/2025

RECORDS ROOM #

	Record Series #	Record Series Title	Year	Box Range/Contents	Prog. Box #	Location
1	18718	Death Certificates	1949	Manhattan Microfilm Reels 1-27865		
2				Bronx Microfilm Reels 001-12399		
3				Brooklyn Microfilm Reels 1-24483		
4				Queens Microfilm Reels 1-11148		
5				Richmond Microfilm Reels 1-2699		
6	18718	Death Certificates	1949	Death Index Book		
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NYC MUNICIPAL ARCHIVES SIGNATURE Paul Rosato DATE 1/27/25

DO NOT WRITE BELOW THIS LINE

FOR RECORDS MANAGEMENT PURPOSES ONLY

Verified by [signature] Date: 1/27/2025

David Mitchell 1/27/25

DARKENED AREA FOR RMD PERSONNEL ONLY

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